

**CONFIDENTIAL**

Approved For Release 2001/07/28 : CIA-RDP70S00385R000100170011-1

DDI-1257-9

31 May 1967

MEMORANDUM FOR: Director, Office of Research and Reports  
Director, Office of Current Intelligence

SUBJECT : Format and Printing of DDI Publications

1. Bill Morell's memorandum on proposed improvements in ORR publications procedures adequately responds to the questions I raised on 26 May.

2. Procurement of additional IBM magnetic tape equipment is a particularly good idea, but I wonder if we would not be well advised to operate such equipment under some kind of central management which would be responsive to the typing, printing, and production requirements of the entire Directorate. I can foresee periods when even an augmented magnetic tape typing facility could be taxed by the production of one ORR project, just as crash requirements in the current intelligence or DCI support field would require the use of ORR's facilities.

3. With this in mind, I would like the D/ORR and the D/OCI to examine the pros and cons of establishing a printing services unit which would be operated for the Directorate by the D/OCI in the same way that the Operations Center is managed. Under it might be a single unit responsible for magnetic tape typing operations to which all DCI and DDI requirements would be directed. I can conceive of a set-up in which some of the equipment might be physically located in ORR but would be operated by personnel under the supervision of OCI's Intelligence Information Staff.

4. Please ask [REDACTED] to examine these and other possibilities and make recommendations to me. 25X1A

[REDACTED] 25X1A

R. J. SMITH  
Deputy Director for Intelligence

2 JUN 1967

Approved For Release 2001/07/28 : CIA-RDP70S00385R000100170011-1

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

CONFIDENTIAL

26 May 1967

MEMORANDUM FOR: Deputy Director for Intelligence *EF*

SUBJECT : Format of ORR Publications *(See page 3)*

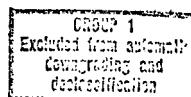
1. As background for our response to your question of this morning regarding the format of ORR publications, the following information may be helpful.

a. ORR uses a long (6-inch) line with correspondingly narrow margins, whereas OCI uses a 5-inch line. ORR uses a system of headings in outline form, indicating the major sections of the report and the relationship between subsections, whereas OCI uses simple topic heads flush with the left margin. ORR uses the IBM Executive typewriter with a disposable carbon ribbon. This equipment gave the best quality printed copy at the time the machines were adopted. OCI uses the new IBM magnetic tape MTST equipment.

25X1A

b. ORR has been aware of the advantages of the magnetic tape equipment and has been in constant touch with [REDACTED] and his staff as they have tested -- and proved the feasibility of -- the new equipment. Convinced that the OCI method of publication would work equally well in ORR, the Chief of the ORR Publications Staff recommended in February of this year that ORR issue a letter of intent to the IBM Company to lease the magnetic tape system. A special defense priority was not invoked, and delivery was promised by IBM in July 1968.

CONFIDENTIAL



CONFIDENTIAL

2. The following steps will be taken immediately to revise the format of ORR publications.

(a) The length of the line will be reduced to 5 inches.

(b) Wider margins will be allowed at the top and bottom of the page.

(c) The complicated system of outlining will be drastically simplified and, wherever possible, short topic heads will be used.

(d) The original letter of intent to IBM will be withdrawn and a new order issued for immediate delivery of the magnetic tape equipment. (According to Mr. R. T. Culp, who is the Federal Government Program Manager for IBM, the equipment could be delivered 30 days after receipt of the order.)

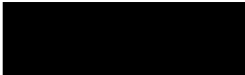
3. It is recommended that until the new equipment is installed, the following procedure be followed:

(a) that ORR publications now in reproduction be released without revision as they come off the press;

(b) that ORR continue to publish its routine reports and memoranda on its present equipment, revising the format as noted above;

(c) that high-priority, policy support memoranda be typed on the OCI magnetic tape equipment.

25X1A

  
WILLIAM N. MORELL, JR.  
Director  
Research and Reports

CONFIDENTIAL

UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE		INITIALS
1	D/ORR				
2					
3					
4					
5					
6					
<input checked="" type="checkbox"/>	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE
Remarks:					
<p>After I signed this, we learned that OBI is also considering the acquisition of an IBM tape typewriter. Although it may not be necessary or desirable for OBI's tape typing operations to be under the unified management envisioned in my memorandum, I think we would profit from a joint approach to procurement and operation of similar equipment. I have therefore asked D/OBI to join in this study, under [REDACTED] general direction.</p> <p style="text-align: center;">KJS</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
DDI					7E44
UNCLASSIFIED					1 June
CONFIDENTIAL					SECRET

FORM NO.  
2-61

237

Use previous editions

(40)  
U.S. GOVERNMENT PRINTING OFFICE : 1961 O-587282

STATINTL

Orig sent to Ch/St/P - 5 June

Tickle Ch/St/P - Thursday, 8 June